

PROPOSAL CHECKLIST

The following checklist is provided as assistance to the development of the RFP Response. It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

- Acknowledgement of Receipt of Addenda
(MUST BE INCLUDED IF ISSUED) _____

- Non-Collusion Affidavit _____

- Affirmative Action Statement _____

- Affirmative Action Mandatory Language
(INCLUDE) _____

- Read: Sexual Harassment Guidelines _____

- Read: Americans with Disabilities Act Language _____

- Stockholder Disclosure
(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL) _____

- NJ Business Registration Required if Awarded
(MUST BE SUBMITTED PRIOR TO CONTRACT AWARD) _____

- Signed Insurance and Indemnification Requirements _____

- Signed Proposal _____

- Signed Continuity of Operation during Emergencies _____

- Signed Contract Award _____

- Three References on enclosed form _____

- Qualification Statement _____

- Key Personnel Information _____

- Cost Proposal Form (EXCEL SPREADSHEET) _____